



Request for Records Pursuant to the Colorado Open Records Act

Date of Request:_____ Time: _____

Name:_____

Mailing address:_____

Telephone Number (daytime):_____

Specific description of the record desired:

(Signature)

Please note the City of Steamboat Springs has an Administrative Regulation relative to Open Record Requests (Resolution 2007-39). The first four pages are free, per requester, annually; and additional pages are \$.25 each. FAX Copies \$.25 per page; Duplication of Audio Tapes/Mini Discs \$30.00 item.

****NON-REFUNDABLE DEPOSIT FOR ALL REQUESTS ESTIMATED TO BE \$50.00 OR MORE.
PAYABLE IN ADVANCE \$25.00 PER \$50.00 REQUEST.****

(Do not write below this line - this section to be completed by the City Clerk)

Response Date:_____ Response Time:_____

Method of delivery:_____

Number of pages:_____ Amount Paid:_____

By:_____

Denial of request and basis for denial:

Pursuant to the Colorado Open Records Act, the City (C.R.S. 24-72-203) of Steamboat Springs has 72 hours in which to respond to this request. If the request is large, an extension of seven (7) working days is permitted.